



STAFF SERVICES ANALYST (GENERAL)  
TRANSFER EXAMINATION  
STATEWIDE  
CONTINUOUS TESTING

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.	
WHO MAY APPLY	This is a transfer examination for the Department of Transportation. Competition is limited to employees of Caltrans who meet the requirements to laterally transfer to the Staff Services Analyst (General) classification. State Personnel Board Rules 425, 430-433, 435, and 444 contain general provisions for lateral transfer.
HOW TO APPLY	You must complete and submit the Staff Services Analyst (SSA) Request Form located on the Caltrans Internet at: <a href="http://dot.ca.gov/hq/jobs/PromoExam.html">http://dot.ca.gov/hq/jobs/PromoExam.html</a>
	<div>FILE BY MAIL: Department of Transportation Exam Services (MS 86) P.O. Box 168036 Sacramento, CA 95816-8036</div> <div>FILE IN PERSON: Department of Transportation 1727 30<sup>th</sup> Street, 1<sup>st</sup> Floor Sacramento, CA 95816 (916) 227-7407</div>
REASONABLE ACCOMMODATION	If you have a disability and need special testing arrangements, mark the appropriate box on the SSA Transfer Exam form. The Caltrans Examination Office will contact you to make special testing arrangements.
SALARY RANGE	Range A: \$2817 - \$3426 Range B: \$3050 - \$3708 Range C: \$3658 - \$4446
WRITTEN TEST DATE	The Written test will be scheduled throughout the State as the number of candidates and conditions warrant. Candidates will receive their written notice of testing at least ten working days before their scheduled date. <b><u>No Rescheduling Permitted.</u></b>
REQUIRED IDENTIFICATION	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	All applicants must meet the requirements to laterally transfer into the SSA classification by the date they submit their SSA Transfer Request Form. Appropriateness of lateral transfer into the SSA classification will be verified by Human Resources staff upon receipt of the completed SSA Transfer Exam Request form.
EXAMINATION INFORMATION	This examination will consist of a written test weighted Pass or Fail. A passing score on the written transfer exam is indefinite.
	<b>WRITTEN TEST WEIGHTED PASS OR FAIL</b>
WRITTEN TEST SCOPE	1. Quantitative Analysis. 2. Data Analysis and Interpretation. 3. Workload Management/Project Management Scenarios.
TESTING PERIOD	Unsuccessful candidates who do not attain a passing score must wait 6 months from the date of disqualification before retaking the exam at any State Department, Agency, Board, or Commission, etc. Future testing will be evaluated on an as-needed basis.
ELIGIBLE LIST INFORMATION	The names of successful competitors will be merged onto the SSA list at SPB, regardless of date.
CAREER CREDITS	Career credits are not granted in promotional examinations.
VETERANS PREFERENCE POINTS	Veterans preference points are not granted in promotional examinations.
<b>GENERAL INFORMATION</b>	
<p><b>It is the candidate's responsibility</b> to contact the Caltrans Office of Examination Services in <u>Sacramento</u>, three business days prior to the written test date if he/she has not received his/her notice.</p> <p><b>For an examination</b> without a written feature, it is the candidate's responsibility <b>to contact the Caltrans Office of Examination Services in <u>Sacramento at (916) 227-7407</u></b>, three weeks after the final filing date if he/she has not received a progress notice.</p> <p><b>If a candidate's notice</b> of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.</p> <p><b>Applications are available</b> at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office or at <a href="http://www.dot.ca.gov/hq/jobs">www.dot.ca.gov/hq/jobs</a> on the Internet.</p> <p><b>If you meet the requirements</b>, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.</p> <p><b>The Department of Transportation</b> reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.</p> <p><b>Examination Locations:</b> When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant.</p> <p><b>Eligible Lists:</b> Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans preference points) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the areas shown on the bulletin.</p> <p><b>Promotional Examinations Only:</b> Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the State Personnel Board.</p> <p><b>General Qualifications:</b> Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.</p> <p><b>High School Equivalence:</b> Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis. <b><i>For individuals with disabilities, this document may be available upon request in alternate formats To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examination and Recruitment Services, P.O. Box 168036, MS86, Sacramento, CA 95816. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.</i></b></p>	
STAFF SERVICES ANALYST (GENERAL) TRANSFER EXAM JY20 – 5157 – 8TRAB	CONTINUOUS DEPARTMENT OF TRANSPORTATION
It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.	